

## Transition Tasks Control Document

Transition Task Description	Resource Assigned	Date Due	Timing/ Dependency	Status
<b>Coordinate Transition Planning Meeting</b>				
<b>Develop Transition Task List</b>				
Identify project activities to be completed before transition can begin				
Determine transition timeline				
Establish transition milestones				
<b>Determine Staffing Needs</b>				
Develop matrix of required resources/skills				
Conduct skill gap analysis against all technical staff				
<b>Establish Roles &amp; Responsibilities</b>				
Determine roles and responsibilities (such as collect, review, accept deliverables, resolve variances, etc.)				
Assign support staff to the application				
Establish support expectations for technicians				
Assign evaluator for each transition deliverable				
Establish callback lists				
Establish helpline and customer support assignments				
<b>Identify and obtain necessary training</b>				
Determine actual training needed, based on gap analysis				
Develop training plans				
Develop training materials (if needed)				
Schedule training				
Obtain training				
<b>Technical transition activities</b>				
Obtain access/privileges				
Acquire software license agreements for production support				
<b>Transition Communications</b>				
Notify business unit of production support procedures				
<b>Additional Transition Tasks</b>				
Move development documentation and code to production repository				
Transfer user group/steering committee leadership to production support				